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30 October 1956

**MEMORANDUM FOR: Chief, Finance Division  
Office of the Comptroller**

**FROM:** - - - Assistant Director for Basic Intelligence

**SUBJECT:** - - - OBI Taxi Revolving Fund

**REFERENCE:** - - - Agency Regulation No. 30-420  
dated 26 March 1955

1. In accordance with the provisions of the reference regulation, it is requested that a Taxi Revolving Fund be established in the Office of Basic Intelligence. OBI has, since its establishment as an Office, relied upon the Taxi Revolving Fund of the Office of Research and Reports for reimbursement for transportation expense. This request is made for the purpose of (1) establishing more satisfactory Office administrative practices as they relate to transportation reimbursement, (2) relieving ORR of the necessity to support OBI, and (3) eliminating the need for trips between M Building and Harriet Lane Hall to collect reimbursement.

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2. Twenty-five dollars (\$25.00) will be required for the OBI Taxi Revolving Fund, this fund to be replenished on a revolving basis as required to restore the total to the maximum amount of the fund.

3. The following two employees in the Office of the Assistant Director are designated to administer the OBI Taxi Revolving Fund:

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Custodian  
Alternate Custodian

4. The Taxi Revolving Fund will be kept in a strongbox secured by a combination lock, the whole to be kept in the three-tumbler combination lock, safe-type file cabinet adjacent to the desk of the custodian.

5. All payments made from the OBI Taxi Revolving Fund will be documented by appropriate receipts. Regular monthly accountings will be submitted to the Finance Division in accordance with the provisions of the reference regulation.

**SUBJECT: OBI Taxi Revolving Fund**

**30 October 1956**

6. Enclosed are an original and two carbon copies of Form No. 281, "Request for Advance," as required by the reference regulation.

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[REDACTED]

**Enclosure:**

Form No. 281 (in triplicate)

**Distribution:**

**Orig and 2 - Addressee**

- 1 - Taxi Fund file
- 1 - 7-5801-10 file
- 1 - SA chrono
- 1 - nh

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SA/AD/BI [REDACTED]